



Decision Memo

SUBJ: DOCUMENTATION RETENTION POLICY

2 April 2019 / 1200:

1. The Documentation Retention Policy for the Second 80's Incident is as follows:
 - A. ICS-214s will be prepared at the Unit level and Division/Group level and above for each activated element.
 - B. Easily identifiable Document Depositories will be placed with the Unified Command, each Section, Command Staff Element, as well as with each Division/Group operating in the field.
 - C. Documentation Unit Personnel will collect empty Document Depositories at 0630 and 1830 (following each shift change) and bring collections to the Documentation Unit for sorting.
 - D. Personnel needing to retain documents should provide an original copy to the Documentation Unit at the end of each shift.
2. "Documents" include copies of plans, monitoring readings, contracts, press releases, Safety Data Sheets (SDSs), orders, evaluations, pictures, videos, text messages, and any other written, photographic, electronic copies of materials. and other items associated with the Second 80's Incident response. If there are any questions, contact the Documentation Unit Leader and/or the Planning Section Chief for clarification.
3. When possible, documents should be marked with DATE (MM/DD/YY) and TIME (#### using a 24-hour clock) as well as the author's names.
4. The Federal Government is required by law to maintain original copies of all documentation. Other elements comprising the Unified Command will be afforded the opportunity to make copies of these documents.
5. Questions on this policy and associated procedures should be referred to the Documentation Unit Leader within the Planning Section.
6. Prepared by MSTC Kristin Gray, Planning Section Chief.

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